Maya *Ruiz*

Finance student with teller, treasurer, and financial-modeling experience

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Austin, TX

PROFILE

Junior finance student at the University of Texas at Austin who has balanced a credit-union cash drawer, kept the books for a student finance association, and built a discounted-cash-flow model from a public 10-K. Steady in Excel and clear in front of a class.

EDUCATION

University of Texas at Austin — BBA, Finance, expected May 2028
GPA 3.62. Coursework: Financial Accounting, Corporate Finance, Statistics, Microeconomics, Business Computing (Excel).

EXPERIENCE

Student Teller Intern
May 2025 – August 2025

University Federal Credit Union · Austin, TX

- Balanced a cash drawer at the close of each shift and followed dual-control procedures when moving vault cash.
- Served members with deposits, withdrawals, and debit-card issues at the teller line.
- Prepared a weekly Excel summary of teller errors for the branch supervisor.

Treasurer
August 2025 – Present

UT Undergraduate Finance Association · Austin, TX

- Tracks dues and event spending for 80 dues-paying members in a shared spreadsheet.
- Collects payments for two speaker dinners and one stock-pitch night.
- Sends a monthly budget update to the officer team.

Barista
August 2023 – May 2025

Local Grounds Coffee · Austin, TX

- Opened the shop twice a week, ran the register, and closed the till, noting over/short amounts for the manager.
- Trained two new hires on the drink menu.

PROJECTS

Discounted-cash-flow model, Corporate Finance course
Spring 2025

University of Texas at Austin

- Built a discounted-cash-flow model in Excel for a public retailer with a four-person team, using figures from the company's 10-K, and presented a 10-minute recommendation to the class.

SKILLS

Excel (VLOOKUP, pivot tables, basic financial model); Google Sheets; PowerPoint; English and Spanish (spoken at home)

Fictional example. Not a real person. Sample First Resume Kit, November 24, 2026.